

NOTICE TO PROCEED & BILLING SUMMARY

For: Alaska Energy Authority (AEA)

NTP No: 57
Agreement No: AIDEA-08-007-AEE
Accounting Ref No: RQ3713
PSA Expiration Date: 1/31/2012
Authorization to Date: \$4,161,125.00

Contractor: Alaska Energy & Engineering, Inc

Project Title: Atmautluak RPSU

Category of B4.2.2 RPSU

Services:

NTP Completion Date: 9/30/2012

Amount of this NTP/Amend: \$10,000.00

Method of Payment: FP-Fixed Price

NOTICE TO PROCEED

Provide services for the Expense Group(s) and specific Expenses enumerated below in the Billing Summary. Any services beyond the written scope and/or any costs above the price estimate in our Agreement, require prior Agency approval and a NTP Amendment.

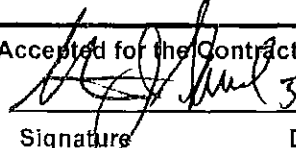
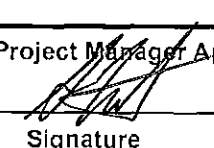
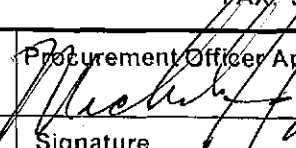
The Contractor shall provide a condition assessment of the existing Atmautluak power plant and electric distribution system per the three-page proposal dated 2/24/11.

* The completion date is an estimated completion date unless otherwise stated in the scope of work. This NTP will be considered valid provided the contractor is continuing with satisfactory performance of the scope of work defined in this NTP under the direction of the Project Manager and a valid term contract is in place. Continuation of work past the current term contract period is subject to renewal and approval of the existing term contract.

The Agency Project Manager for this NTP is: Alan Fetters

Phone: 907-771-3063

FAX: 907-771-3044

Accepted for the Contractor by:	Project Manager Approval:	Procurement Officer Approval:
		
Signature	Signature	Signature
Date	Date	Date
Steve Stassel, P.E.	Alan Fetters	Michele Hope

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NOTICE TO PROCEED

BILLING SUMMARY

This Billing is for [] Progress OR [] Final Payment. Sequential Billing # for this Agreement is: [].

GL Account Code	Authorized Expense Groups	Authorized To - Date	Prior Aprv'd Payments	This Billing	Total To - Date
73120	Condition Assessment	\$10,000			
Total Amount Authorized for All Groups		\$10,000.00			
Sum of Prior APPROVED Payments					
Sum for THIS INVOICE					
Sum of Prior Payments and this Invoice					
Balance of Authorized Amount					

Funding Authorization Expiration Date: 9/30/2012

Payment Request & Certification: (Contractor)

Department of Labor Notification Close-Out Required? (Construction Contracts Only)	n/a
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Signature _____ Date _____
Name: Steve Stassel, P.E.

APPROVAL FOR PAYMENT

PAYMENT RECOMMENDED (Agency Project Manager): I certify this Invoice to be valid and accurate and that services were performed substantially in conformance with the contract requirements and schedule.

PAYMENT APPROVED (Authorized Agency Official): Based upon the Project Manager's recommendation and certification, I hereby approve payment.

Signature _____ Date _____
Name: **Alan Fetters**

Signature _____ Date _____
Name: **Michael Harper, Deputy Director REG**

**INSTRUCTIONS TO CONTRACTOR
COST REIMBURSEMENT NOTICE TO PROCEED (NTP)
& BILLING SUMMARY**

1. Retain an unmarked, as issued, copy of this (NTP) form to be used for reproduction and billing. Note: Several NTPs may be concurrently active under one Professional Services Agreement, each requiring separate cost accounting.
2. If this NTP is unacceptable, notify the Authority immediately. If acceptable, acknowledge by signature where indicated on a copy of this NTP and return it within ten days after your receipt.
3. The completion date is an estimated completion date unless otherwise stated in the scope of work. This NTP will be considered valid provided the contractor is continuing with satisfactory performance of the scope of work defined in this NTP under the direction of the Project Manager, a valid term contract is in place, and all work is completed prior to the funding authorization expiration date. Continuation of work past the current term contract period is subject to renewal and approval of the existing term contract.
4. Submit monthly Invoices to the Agency Contract Manager named in this NTP. You may use your firm's invoice forms; however, you must also provide a copy of page one of this NTP form as the FACE PAGE of each invoice submitted and with the following entries accurately completed:
 - a) Indicate if the Invoice is for Progress or Final Payment and show the Sequential Invoice Number for this NTP. Billing should be consistent with NTP method of payment (FP, FPE, CPFF, or TE). See Exhibit C-1.
 - b) In each column (c, d, e, f & g) where there is an Authorized Amount, show amounts for: Prior APPROVED Payments; THIS INVOICE; Prior Payments plus this Invoice; and Balance of Authorized Amount.

Note "Prior APPROVED Payments" amounts may NOT be the same as the total of all your prior invoices if some items were disallowed or adjustments were made. If a prior billing has not been acknowledged with any payment, or a different amount from your billing was paid without notification to you of the reason(s), attach a request for an explanation and remedial action.
5. Sign, date and enter printed or typed name under "PAYMENT REQUEST (Contractor)" thereby attesting to the following:

"By signature on this form, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Agreement and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."
6. Substantiate all charges on each invoice, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc.; or other proof of expenditures. Attach a legible copy of all supporting documents to include invoices, timesheets, etc. equaling the amount billed. Be sure not to copy documents over parts of other documents. Credit Card receipts must be accompanied by a legible copy of the associated invoice. Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Alcoholic Beverages, Organization Costs, Advertising, Lobbying Costs, Interest and Other Financial Costs, Bad Debts, Contributions and Donations, Fines and Penalties, Federal Income Taxes, Entertainment, Goodwill, Keyman Insurance.
7. Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.
8. When each NTP is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract scope.

Alaska Energy and Engineering, Inc.

Mailing Address - P.O. Box 111405

Anchorage, AK 99511-1405

(907) 349-0100, 349-8001 fax

February 24, 2011

Mr. Alan Feters
Project Manager
Rural Energy Group
Alaska Energy Authority
813 West Northern Lights Blvd.
Anchorage, AK 99503

Re: Atmautluak RPSU PH1 – Condition Assessment Fee Proposal

Dear Mr. Feters:

Please find enclosed our fee proposal and scope of services to perform a condition assessment of the existing Atmautluak power plant and electric distribution system. This work will be performed on a lump sum, fixed fee basis for \$10,000. The letter report will be submitted no later than August 30, 2011.

Please review and call me with any questions at (907) 349-0100, or fax your comments to (907) 349-8001.

Sincerely,

Alaska Energy and Engineering, Inc.

A handwritten signature in black ink, appearing to read "Steven J. Stassel". The signature is fluid and cursive, with the first and last names being more prominent.

Steven J. Stassel, P.E.
President

attachments: as noted

Atmautluak RPSU Ph1 Cost Proposal

Firm: Alaska Energy and Engineering, Inc.
Contract Number: AIDEA-08-007-AEE
Date Prepared: 2/24/2011
Task: Atmautluak RPSU PH1
Category of Services: B4.2.2 RPSU

Labor Format:		C7.1 \$	C7.7.4 %	C-1-5.11	\$ per Hr		
Named Individual	Classification	Direct Labor Rate of Pay	(1) Indirect Cost Rate	Fee 10%	Hourly Rate	No. of Hours	Total
Steve Stassel	Senior Engineer	\$ 40.38	N/A	N/A	\$ 138.45	16	\$ 2,215.20
Brian Gray	Senior Engineer	\$ 46.15	N/A	N/A	\$ 138.45	4	\$ 553.80
Clois Versyp	Senior Engineer	\$ 85.00	N/A	N/A	\$ 138.45	4	\$ 553.80
John Dickerson	Engineer IV	\$ 45.49	N/A	N/A	\$ 132.88	24	\$ 3,189.12
Bill Price	Engineer III	\$ 36.78	N/A	N/A	\$ 121.75	1	\$ 121.75
Alison Sterley	Engineering Tech III	\$ 30.00	N/A	N/A	\$ 90.18	1	\$ 90.18
Cody Carpenter	Engineering Tech II	\$ 22.05	N/A	N/A	\$ 77.45	8	\$ 619.60
Lorrie Reesman	Administrative	\$ 22.00	N/A	N/A	\$ 63.65	1	\$ 63.65
							\$ -
							\$ -
							\$ -
Labor Total							\$ 7,407.10
(2) Other Approved Indirect Cost %							
TOTAL LABOR & PROFIT							\$ 7,407.10

C7.2 Direct Expenses:

	Amount	# of Units						Total
Airfare / Excess Baggage	\$ 700.00	1						\$ 700.00
Lodging	\$ 240.00	1						\$ 240.00
Per Diem - Instate	\$ 60.00	1						\$ 60.00
Per Diem - Out of State	\$ -	0						\$ -
(Call for correct amount)								
Misc. Expenses (List)								
Phone/fax/repro	\$ 500.00	1						\$ 500.00
	\$ -							\$ -
	\$ -							\$ -
Total Expenses (no mark-up)								\$ 1,500.00

C7.2 Subcontractor Expense (3)

Subcontracts (Name)	Method of Payment (FP/TE) - Individual & Hrs if appropriate						Total
RILC	\$500	1					\$ 500.00
		0					\$ -
		0					\$ -
		0					\$ -
Subcontractor Total							\$ 500.00
Allowable Subcontractor Expense (5%)							\$ 25.00
Total Subcontractor Expense							\$ 525.00

\$ 9,432.10

Total Price Proposal

LUMP SUM - FIXED FEE \$10,000.00

- (1) Per C-1, 6.8: Billing Rates are Negotiated Rates that include direct and indirect costs and profit
- (2) Other indirect costs Ref. C7.3, C7.3.1, C7.3.2, C7.3.3 will only be allowed if there is no indirect cost rate for this contract
- (3) If method of payment for subcontractors is T & E, contractor must provide detail.

ATMAUTLUAK RPSU PHASE 1
ENGINEERING FEE PROPOSAL

TASK	SR.ENG(ME/EE)		ENG III (ME)		E.T. III		E.T. II		TOTAL
	HRS	COST	HRS	COST	HRS	COST	HRS	COST	COST
HOURLY BILLABLE RATE	\$138.45 /HR		\$132.88 /HR		\$90.18 /HR		\$77.45 /HR		
PHASE I - LETTER REPORT									
Data Collection and Site Visit Preparation	4	\$554	4	\$532	0	\$0	4	\$310	\$1,395
Site Visit	10	\$1,385	10	\$1,329	0	\$0	0	\$0	\$2,713
Letter Report and Budgetary Cost Estimate	10	\$1,385	10	\$1,329	0	\$0	4	\$310	\$3,023
TOTAL DIRECT LABOR	24	\$3,323	24	\$3,189	0	\$0	8	\$620	\$7,132
DIRECT PROJECT EXPENSES:									
Site Control Support (RELC)									\$500
Travel									\$1,000
Long Distance Fax / Phone / Plotting / Repro									\$500
DIRECT EXPENSE SUB-TOTAL:									\$2,000
Subconsultant Markup 5%									\$25
TOTAL DIRECT EXPENSES									\$2,025
TOTAL PHASE I ESTIMATED FEE									\$9,157
TOTAL PHASE I LUMP SUM FEE									\$10,000
NOTES/SCOPE OF SERVICES:									

NOTES/SCOPE OF SERVICES:

{1} The scope of services includes a condition assessment of the existing Atmautluak power plant and electric distribution system. A site visit will be made and a letter report prepared that identifies deficiencies and recommended improvements. A budgetary cost estimate will be provided for each recommended improvement. This work will be done on a fixed fee, lump sum basis. An invoice in the amount of \$10,000 will be submitted along with the Letter Report and Budgetary Cost Estimate. The work will be completed by August 30, 2011.